

**[ATO MEMORANDUM CIRCULAR No. 03-07,
January 22, 2007]**

RATES OF FEES FOR ADMINISTRATIVE SERVICES

Pursuant to Section 54, Chapter 12, Book IV of Executive Order No. 292 (the Administrative Code of 1987) and Executive Order No. 159 dated February 23, 1994, the following rates of fees for administrative services rendered by the Central Records Unit of the Air Transportation Office are hereby prescribed:

Nature of Services	Amount of Fees
1. Authentication of every signature on any official records or document.	P20.00 per page
2. Certification of every document or information based on records	P50.00 per page
3. Certification of Non- Availability of document	P50.00 per page
4. Research fee for every documents	P20.00 per document
5. Photocopy fee for every page/sheet of official records or documents	P3.00 per page

All other orders inconsistent herewith are hereby modified or repealed.

This Memorandum Circular shall take effect following compliance on publication requirement.

Adopted: 22 Jan. 2007

(SGD.) NILO C. JATICO
Assistant Secretary

Approved by:

(SGD.) LEANDRO R. MENDOZA
Secretary, DOTC
